

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: BUYER
PURCHASING DIVISION
FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative and technical work in the procurement of goods and services for the Purchasing Division of the Finance Department. Work involves receiving and reviewing purchase requisitions and issuing purchase orders for the purchase of goods and services from using departments; developing, customizing, maintaining, and updating vendor bidder lists and databases for the purpose of tracking and reporting development; managing the Blanket Purchase Order process for all departments; researching rideable contracts for Town departments; responding to inquiries from Town Departments, bidders, vendors regarding product availability, sources of supply, compliance with Town regulations, etc.; conducting bid openings in the absence of the Purchasing Agent; and adding/updating vendors in the computer system. Reports to the Purchasing Agent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and reviews requisitions for compliance; issues purchase orders for the purchase of goods and services from using departments.

Develops, customizes, maintains, and updates vendor bidder list and databases for the purpose of tracking and reporting development.

Researches rideable contracts for Town Departments.

Responds to inquiries from Town Departments, vendors, bidders, etc.

Add and/or updates vendors in the computer system.

Distributes completed Requests for Proposals and Invitations for Bid including printing copies for mailing, creating labels from vendor list, sending copies to Departments after a distribution to vendors, sending advertisements to newspapers, and proofreading final copy for publishing.

Researches goods/services for departments to determine sources of supply and price.

Obtains quotes and signatures for purchase requisitions.

Reviews bidder applications for completeness; enters bidder applications into database.

Determines amounts spent by departments per vendor for tracking and purchases.

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Receives and/or reviews various records and reports such as purchase requisitions, bidder applications, and new vendor/vendor address change request.

Prepares and/or processes various records and reports such as purchase order, purchase order report for Finance Director, Blanket Purchase Order request for information from departments, and Blanket Purchase Order reports.

Refers to Town Purchasing Regulations, vendor payment history, prior year Blanket Purchase Orders, purchase order log, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as date/time stamp, computer, printer, etc.

Uses a variety of tools such as calculator, etc.; a variety of supplies such as paper, purchase order forms, files, labels, binders, general office supplies, etc.; and a variety of computer software such as Pentamation, Microsoft Access, Microsoft Word, Microsoft Excel, etc.

Interacts and communicates with various groups and individuals such as the Director of Finance/Treasurer, other departments, Deputy Director of Finance, vendors, and the general public.

ADDITIONAL JOB FUNCTIONS

Monitors and maintains storage area and inventory of supplies such as various types of mailing envelopes for Town wide use.

Receives deliveries.

Performs routine administrative / office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in purchasing, business, inventory management or a closely related field supplemented by nine to twelve months of experience in procurement and/or warehousing; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of requisitions, documents, reports, etc. Requires the ability to prepare various types of reports, documents, etc. and enter computer data with the proper format, punctuation, spelling, and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to apply influence systems in staff supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including government procurement, inventory management, warehousing, etc.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals, and to determine time. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Purchasing Division of the Finance Department as they pertain to the performance of duties of the Buyer. Has knowledge of the functions and interrelationships of the department and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow written and oral instructions with minimal supervision. Has knowledge of the principles and practices of government procurement and inventory control. Is able to procure quality goods for the Town at a competitive price following established procurement guidelines. Is able to maintain cooperative working relationships with vendors, and to work with vendors to obtain favorable pricing and resolve any discrepancies that occur. Is able to establish and maintain efficient record-keeping systems. Is able to offer instruction and advice regarding departmental policies, methods, and regulations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Has good organizational, technical, and human relations skills. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology. Is skilled in the use of computers for word and data processing and records management. Is able to read and interpret technical and financial materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has thorough knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

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Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.